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PARALEGAL SPECIALIST

CUSTOMS AND BORDER PROTECTION

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2 vacancies in the following location:

 El Paso, TX

Work Schedule is Full Time - Permanent

Opened Tuesday 1/19/2016

(204 day(s) ago)

 Closed Thursday 1/21/2016

(202 day(s) ago)

Salary Range

\$40,033.00 to \$52,043.00 / Per Year

Series & Grade

GS-0950-07/07

Promotion Potential

11

Supervisory Status

No

Who May Apply

United States Citizens

Control Number

426219400

Job Announcement Number

MHCDE(ACWA)-1591778-JH

This job announcement has closed

 Print**Job Overview****Summary*****Customs & Border Protection (CBP): Securing America's Borders***

Do you desire to protect American interests and secure our Nation while building a meaningful and rewarding career? If so, the Department of Homeland Security (DHS) is calling. DHS components work collectively to prevent terrorism, secure borders, enforce and administer immigration laws, safeguard cyberspace and ensure resiliency to disasters. The vitality and magnitude of this mission is achieved by a diverse workforce spanning hundreds of occupations. Make an impact; join DHS.

Discover a challenging and rewarding career in CBP, the sole organization responsible for securing the nation's borders. At U.S. Customs and Border Protection, we:

- Screen passengers, vehicles, and shipments entering our country
- Seize illegal narcotics, vehicles, and agricultural products
- Prevent unauthorized entry into the country
- Rescue individuals who fall into dangerous conditions traversing our border

For more information about CBP's mission, activities, and careers, please see <http://www.cbp.gov/>.

Joining the Customs and Border Protection Office of Field Operations will allow you to use your expertise to provide legal support of those executing the law enforcement duties at the port level. This position starts at a salary of \$40,0033 (GS-07 step 1), with promotion potential to GS-11. Apply for this exciting opportunity to strengthen Homeland Security by performing paralegal activities such as reviewing and finalizing claims, preparing cases, and participating in the work of a paralegal team.

Who May Apply:

- Open to all U.S. Citizens.
- Applicants may also apply to announcement MHCDE-1591782-JH.
- For definitions of terms found in this announcement, please see http://www.dhs.gov/xabout/careers/gc_1303762131481.shtm.

Organizational Location: This position is located within U.S. Customs and Border Protection, Office of Field Operations, El Paso Field Office, El Paso, TX.

One or more selections may be made using this job opportunity announcement. Further selections may also be made for additional organizational divisions and/or units within the duty location(s) listed above.

The open period for this job opportunity announcement may be extended to allow for a sufficient applicant pool.

Duties

In this Paralegal Specialist position you will become a key member of a team of Homeland Security professionals providing key legal support for the law enforcement duties at the port level. Typical work assignments include:

- Performing legal support work arising from seizures, penalties, and liquidated damages assessed under applicable laws and regulations
- Reviewing and finalizing claims for liquidated damages and penalty cases
- Preparing synopses of cases including alternatives and recommended solutions

- Holding conferences with the importing public to provide status of cases or required procedures

Travel Required

- Not Required

Relocation Authorized

- No

Job Requirements

Additional Information

How to Apply

Required Documents

This job announcement has closed

 Print



Department Of Homeland Security

Customs and Border Protection

Contact

CBP HIRING OFO STAFFING

Phone: [\(952\)857-2932](tel:(952)857-2932)

Email: CBPHIRING-OFOSTAFFING@CBP.DHS.GOV

Address

Customs and Border Protection

5600 American Blvd

Suite 700

Bloomington

MN

USA

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